

ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 04-047

To: All Charter Schools and Sponsors
From: Philip Williams
Director of School Finance
Date: May 5, 2004
Subject: Charter School Estimated Student Enrollment List Collection for FY 2004-2005

REQUIREMENTS

Per A.R.S. 15-185.B.2 the student count of a charter school shall be determined initially by using an estimated count. This student count should be based on actual registration of pupils before the beginning of the fiscal year. The charter board has made a motion to require charter schools to have specific student and parent information on file for any student that is recorded on the estimated list. The information required for the registration and a copy of sample form can be located at <http://www.asbcs.state.az.us/asbcs/pdf/EstEnrollmentPolicyMemo%205-2003.doc>.

All charter schools, regardless of sponsorship, must submit a student list to ADE using the *Charter Estimated Counts* on-line application, for each charter site. **Note:** ADE will NOT pre-populate the Charter Estimated Counts application. The student list must be updated each month to reflect the most current student information. **Your student data must be submitted by the following due dates:**

<u>Due Date</u>	<u>Payment Month</u>
June 21, 2004	July 15, 2004
July 19, 2004	August 15, 2004
August 20, 2004	September 15, 2004
September 17, 2004	October 15, 2004

PROCESS AND PROCEDURES

Charter school student lists are submitted to ADE via the *Charter Estimated Counts* on-line application. This application is accessible through the common logon web page at www.ade.az.gov/commonlogon, and provides two options for submitting the data:

1. Manual entry of each student using the form fields provided within the application, or
2. Upload of a properly formatted data file (comma-delimited text file). The specifications for this type of file to follow.

Both options require the submission of the same data. Thus, the definitions and descriptions of the data (page 3) apply to both the on-line application and the comma-delimited text file.

If the student list is submitted by the due dates listed above, a summary of your submission will be posted to your charter school's home page on the ADE web site (<http://www.ade.az.gov/schoolfinance/districts>) within five business days after each due date. **Please remember to review your list for duplicates or erroneous entries.** It is the responsibility of each charter school to verify that the information posted correctly reflects the sum of the data that was submitted.

SPECIAL EDUCATION ELIGIBILITY REQUIREMENTS

Special Education students can be claimed on the student list if they have all eligibility requirements in place when registering for the upcoming school year, but be conservative in your estimates. Overestimates of special education students may result in non-payment for one or more months until the overpayment situation is resolved. The IEP team determines where the student will receive those services and the service type. It is possible for a student to be eligible to receive special education services in more than one category. If this is the case, **indicate only the highest weighted (primary) category on the student's record.** Do not list the student more than once on the student list. Please refer to the Budget Worksheets for the special education weights. **If you are uncertain of the student's category and/or service type, you may want to wait to claim the special education students until after an IEP can be completed.** All funding for any eligible special education students that are not claimed now will be retroactive to the beginning of the fiscal year.

ADDITIONAL INFORMATION

Example of the On-line Application

Estimated Counts - Add Students - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address <https://www3.ade.az.gov/EstCounts/add.asp?ctds=018752001> Go Links

Charter Estimated Counts - FY 2005
4-Winds Academy - Add Students

[Charter Holders](#) | [Charter Schools](#) | [Student List](#) | [Add Students](#) | [Upload Files](#) | [Help](#)

Enter the requested information in the form below and click the Submit button to record the new student. Click the Cancel button to abort and return to the student list.

Last Name:

First Name:

Middle Initial:

Birth Date (MM/DD/YYYY):

Previous LEA:

Grade Level:

SPED Category:

Service Type:

LEP Status:

Internet

DATA SUBMISSION REQUIREMENTS

The following definitions and descriptions of the data apply to both the on-line application and the comma-delimited text file.

1. Data must be submitted at the **site level** (remember, the 000 is the holder not the site number). One data file must be submitted for each charter site. For example, if your charter school has three sites you must complete and submit three separate files. When saving these files please use the charter school site number in the name of the file. For example, Bright Blue Charter School has a site numbered 101. They will submit their data as BrightBlue101.txt. If they have a second site numbered 102 they would submit this file as BrightBlue102.txt.
2. Data must be submitted electronically using the Charter Estimated Counts on-line application.

Specifications For Using Comma-Delimited Text Files			
For those using the text file upload option, the first row must contain data header fields, and all subsequent rows must contain student data. All values must be surrounded by double quotes and separated by commas. Each row of the text file must end with carriage return and line feed characters. Check the example below for an illustration of these requirements.			
Data Header Definition			
Data Field	Definition	Data Format	
CTDS Number	County-Type-District-Site (No dashes example: 018701101)	Text	
Charter Name	Name of Charter Holder	Text	
Charter Site Name	Name of Site	Text	
Contact Name	Name of contact to address questions to.	Text	
Contact Telephone	Phone number of contact.	Text	
Contact e-mail	E-mail address of contact.	Text	
Note: Address and contact information listed on this form does not change the official information approved in your contract. The charter school must follow the sponsors' policy to change approved contract information.			
Student List Definition			
Data Field	Definition	Data Format	Maximum Field Length
First Name	First Name	Text	Up to 20 characters
MI	Middle Initial	Text	Blank or 1 character
Last Name	Last Name	Text	Up to 30 characters
Birth Date	Birth Date	Numeric (MMDDYY)	6 Digits
* Previous LEA	List the Name of the District or Charter School the child attended in FY 2003-2004 and ISEP data if applicable. (Please see first asterisk on page 4)	Text	Up to 80 characters
Grade Level	The grade the student is registered for in FY 2004-2005.	Text: KG, 01, 02,03, 04, 05, 06, 07, 08, UE, 09, 10, 11, 12, US	2 characters
** SPED Category	Please refer to the expanded category definition on page 4. Also, please see second set of asterisks on page 4.	Text: A, ED, EDP, HI, MD, MDSSI, MIMR, MOMR, OHI, OI, SLD, SLI, SMR, TBI, VI	Blank or up to 5 characters
Service Type	Please refer to the expanded service type definitions on pages 5 and 6.	Text: A, B, C, D, E, F, G, H, I, J, S, V	Blank or 1 character
ELL Status	Will ELL services be provided?	Text: Y = Yes; N = No or Blank = No	Blank or 1 character
Example of Text File Format			
"018756001","Sample CharterHolder","Sample CharterSite","Joe Smith","(602) 555-5555","joesmith@email.com" "Joe","","Jones","010185","Previous Charter 1","01","","","Y" "Susie","H","Smith","020288","Previous Charter 2","03","A","A","N"			

* Charter schools receiving Indian Student Equalization Program (ISEP) funds should report data used in calculation of state aid separately for ISEP students and NON-ISEP students. This will allow the Department of Education to apply A.R.S. §15-185 (D) only to the state aid generated by the ISEP funded students and to fund those students not being funded by ISEP.

For reporting purposes, identify students as ISEP and NON-ISEP in the **Previous LEA field** of the Charter Estimated Counts application*. When reporting on SAIS identify the NON-ISEP students with a register ID number of “7777”.

** If you list a category for a student you must also list that student’s service type. Special Education funding will not be provided if both the category and service type are not provided. (See pages 4-6)

SPECIAL EDUCATION CATEGORIES AND SERVICE TYPES

Categories	
Category Acronym	Category
A	Autism
ED	Emotional Disability
EDP	Emotional Disability (Separate Facility, Private School)
HI	Hearing Impairment
MD	Multiple Disabilities
MDSSI	Multiple Disabilities-Severe Sensory Impairment
MIMR	Mild Mental Retardation
MOMR	Moderate Mental Retardation
OHI	Other Health Impairment
OI	Orthopedic Impairment
SLD	Specific Learning Disability
SLI	Speech/Language Impairment
SMR	Severe Mental Retardation
TBI	Traumatic Brain Injury
VI	Visual Impairment

Students identified as TBI will not generate any state add-on funding.

Service Type					
Grade	Service Code	Description	State Funding Eligible	Federal Only: Resourced or Self-Contained	Federal Funding Eligible
all but PS	A	Outside Regular Class less than 21% of the day. This may include children placed in: regular class with special education/related services provided within regular classes; regular class with special education/related services provided outside the regular classes; or regular class with special education services provided in resource rooms.	yes	Resourced	yes
all but PS	B	Outside Regular Class for at least 21% but not more than 60% of the day. This may include children placed in: resource rooms with special education/related services provided within the resource room; or resource rooms with part-time instruction in a regular class.	yes	Resourced	yes
all but PS	C	Outside Regular Class for more than 60% of the day. This may include children placed in: self-contained special classrooms with part-time instruction in a regular class; or self-contained special classrooms with full-time special education instruction on a regular school campus.	yes	S-C	yes
all but PS	D	Public Separate Day School for greater than 50% of the school day. This may include children placed in: public day schools for students with disabilities; or public day schools for students with disabilities for a portion of the school day (greater than 50%) and in regular school buildings for the remainder of the school day.	yes	S-C	yes
all but PS	E	Private Separate Day School at public expense for greater than 50% of the school day. This may include children placed in: private day schools for students with disabilities; private day schools for students with disabilities for a portion of the school day (greater than 50%) and in regular school buildings for the remainder of the school day; or private residential facilities if the student does NOT LIVE at the facility.	yes	S-C	yes
all but PS	F	Public Institutional Facility for greater than 50% of the school day. Receives education programs and lives in the public residential facilities during the week. This may include children placed in: public residential schools for students with disabilities; or public residential schools for students with disabilities for a portion of the school day (greater than 50%) and in separate day schools or regular school buildings for the remainder of the school day.	no	S-C	yes

* Students identified with a service type of F, J, S or V will not generate any state add-on funding,

Service Type (Continued)					
Grade	Service Code	Description	State Funding Eligible	Federal Only: Resourced or Self-Contained	Federal Funding Eligible
all but PS	G	Private Residential Facility at public expense for greater than 50% of the school day - not on educational voucher. Receives education programs and lives in private residential facilities during the week. This may include children placed in: private residential schools for students with disabilities; or private residential schools for students with disabilities for a portion of the school day (greater than 50%) and in separate day schools or regular school buildings for the remainder of the school day.	yes	S-C	yes
all but PS	H	Home based/homebound/hospital program. Receives education programs in home based/homebound/hospital environment that includes children with disabilities placed in and receiving special education and related services in: hospital programs; homebound or home based programs.	yes	Resourced	yes
all but PS	I	Services provided in a regular classroom. The only disability categories that can be reported here are MD, A, SMR, and OI.	yes	S-C	yes
all but PS	J	Private School placement, enrolled by parent(s). Basic education is paid through private resources, for those determined to receive special education and related services but provided at public expense. This also includes children who are home schooled.	no	Resourced	yes
all but PS	S	Regular Class with Supplemental Aids/Services. This includes children that do not receive direct special education instruction but who receive accommodations within the regular classroom. A special education teacher could also consult with regular education teacher.	no	Resourced	yes
all but PS	V	Private Residential Facility at public expense for greater than 50% of the school day - on educational voucher. Receives education programs and lives in private residential facilities during the week. This may include children placed in: private residential schools for students with disabilities; or private residential schools for students with disabilities for a portion of the school day (greater than 50%) and in separate day schools or regular school buildings for the remainder of the school day.	no	S-C	yes

* Students identified with a service type of F, J, S or V will not generate any state add-on funding,